

0-1390

Office Memorandum • United States Government

TO

Executive Assistant Director, OCD

DATE: 20 September 1948

FROM:

Chief, CIA Library OCD

SUBJECT:

Recommendations of Management Branch, A & M for Handling Administrative Mail

During the recent survey of the CIA Library by representatives of Management Branch, A & M, several recommendations were made to reduce the workload of the Administrative Records Section of the Archives Division. The recommendations included:

**Effer all applications for employment and other mail relating to personnel matters directly to the Personnel Branch, A & M, from Central Mail".

25X1A7b 25X1A7b

- b. "Refer all communications from field stations directly to from Central Mail".
- c. "Deliver material directly to the Executive Registry without recording from the Administrative Records Section. Index slips would be prepared for documents returned to the Administrative Records Section for filing. Index slips would also be prepared from a copy of the Executive Registry Log for all documents handled by the Executive Registry but received and routed by the Administrative Records Section".
 - d. "Continue photographing incoming mail on a very limited basis.
- e. "Continue use of index slips on all other material received for file reference".

The above recommendations were discussed with the Chief, CIA Archives Division, and he indicated that the proposed procedures were operationally sound. Therefore, on 15 September 1948, implementation was effected. It is requested that one copy of this memorandum be forwarded to Management Branch, A & M, for their information.

JOB NO. BOX NO. FLD NO. DOC NO. 4 NO CHANGE IN CLASS ADECLASS: CLASS CHANGE TO: 12 S & Set. 1767. 12 NO. POST A SERVICE OF CLASS CHANGE OF CLA

25X1A9a

/Signed: 25X1A9a

Mesther of stailed procedures file which we should selent for och.

25X1A9a Approved For Release 1999/09/20 . CIA-KDI 78-03568A000100100004-5

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Checklist on Factors to be Settled in Use of Multilith Mats 11 Oct for Control of and Indexing of Documents Typewriters Obtain 5 sectors for elite electromatic typewriters. 6 Oct promises delivery week of Oct 4 25X1A9a Obtain 7 speckets and sectors for Gothic electromatic 1 Oct typewriters. sent wire 30 Sept- -Answer due 1 Oct as to 25X1A9a delivery date. Get 4 sprockets and sectors for pool machines. 1 Oct will be in in the morning of 1 Oct to measure 25X1A9a machines. Delivery of sprockets Get estimate from 25X1A9a B. Form on Multilith Mats Prepare addressograph plate for dist. ladder 1 Oct preparing 25X1A5a1 plate gratis - Delivery 1 Oct Emboss mats from plate within CIA immediately 1 Oct in Reprocuction thinks he can help out -25X1A9a Will confer 1 Oct with and and 25X1A9a 25X1A5a1 of Finance also will help out -25X1A9a Check ink on addressograph machine Get OCD employee to help if necessary 6. Let a contract for empossing future supply to GPO or 6 Oct Addressograph can do for us Hold to see what 25X1A9a

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, C	. Mul	Multilith Machines		
	7.	Get delivery of machines from warehouse.	1 Oct	
•		Machines located - Delivery promised 1 Oct		
	8.	Adjust and test machines	6 Oct	
25X1A5	a1	over to make adjustments		
25X1A5a1	9 . 1.	Obtain supplies for machine	1 Oct	
	:	Ask - order		
Đ	Per	sonnel for Multilith Machines		
FOIAb3b1	10.	Arrange for detail of and eventual transfer of two released employees.	1 Oct	
25X1A9a		C. Personnel, checking status		
25X1A9a	11.	Security-cleared PBA grard-caught in RIF)	1 Oct	
		Arranged for interview 30 September - He did not appear Check to Determine if he is interested		
	12.	Train operators in operation of machine.		
		a. Trade one new employee for one Library employee who attended multilith school		
		b. Operators to be trained by 11 Oct	11 Oct	
		c. Explore possibility of loan of Services Branch operator to train new employees	4 Oct	
25X1A5a1 d.		d. Check on possibility of sending one or more new people to multilith school.	1 Oct	

E. Paper

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Requisition placed 30 September Delivery expected 5 October

F. Procedure

Draft procedure in detail showing each step and flow

1 0ct

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to draft

Circulate for comment and concurrence

4 Oct

25X1A9a

To -

Type onto ditto master; produce copies for all concerned; circulate to all participants

6 Oct

To be completed by OCD and circulated through Asst. Director's Office.

Installation

Instruct participants: 17.

- Typists in OCD Library Dist Div.
 Typist in pool a.
- b.
- c. Readers OCD
- d. Readers ORE
- e. Multilith operators
- F. Distribution clerks in Library
- g. Classifiers in Library
- h. Classifiers in pool
- i. Key punch operators

To be performed by key people in OCD with Management Branch assistance

6-8 Oct